

Message Text

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ORIGIN SS-20

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DRAFTED BY S/S-O:JMEALUM

APPROVED BY S/S-M:DWMILLER

T - MR. JONES

OC - MR. BRANCH (INFO)

INR/RCI - MR. DEARY (INFO)

DESIRED DISTRIBUTION

S/S, INR, EUR, OC ONLY

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TO AMEMBASSY BRUSSELS IMMEDIATE

INFO AMEMBASSY LONDON IMMEDIATE

S E C R E T STATE 048235

E.O. 11652: GDS

TAGS: OVIP (DONALDSON)

SUBJECT: COMMUNICATIONS FOR UNDER SECRETARY'S VISIT TO
BRUSSELS, MARCH 12-15: SPECIAL SUMMARIES
AND SPECIAL CAPTIONS

1. MESSAGES FROM THE DEPARTMENT FOR THE UNDER SECRETARY WILL BE CAPTIONED TOTAS. SPECIAL SERIES CAPTIONS SHOULD BE USED ON DEPARTMENT TRAFFIC ONLY. MESSAGES FROM THE UNDER SECRETARY TO THE DEPARTMENT WILL BE CAPTIONED TASTO AND MUST BE SIGNED WITH THE UNDER SECRETARY'S NAME, AND MUST BE CLEARED BY MR. C. JONES OR MR. R. WRIGHT. ONLY THE UNDER SECRETARY'S PARTY MAY USE THIS CAPTION. LATERAL TRAFFIC SHOULD BE SLUGGED "FOR THE UNDER SECRETARY'S PARTY" OR "FOR (NAME);" IT SHOULD NEVER EMPLOY THE TOTAS CAPTION.

2. THE SPECIAL SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN THE UNDER SECRETARY DEPARTS, THE COM-
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MUNICATIONS SUPERVISOR SHOULD SEND A SERVICE MESSAGE TO

THE DEPARTMENT GIVING THE LAST SPECIAL SERIES NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING TRAFFIC FROM THE PARTY WITHOUT MR. WRIGHT'S OR MR. JONES' CLEARANCE. IF ANY CABLE IS DELIVERED TO THE COMM CENTER WHICH PERTAINS TO THE UNDER SECRETARY'S VISIT, THE WATCH SUPERVISOR SHOULD CONSULT WITH MR. JONES OR MR. WRIGHT TO DETER-

MINE WHETHER THE CABLE SHOULD BE IN THE SPECIAL SERIES.

3. MR. JONES AND MR. WRIGHT WILL BE ON CALL THROUGHOUT THE VISIT. COMMUNICATIONS SUPERVISORS SHOULD ALERT THEM ON IMPORTANT ENERGY AND OTHER MESSAGES CONCERNING THE UNDER SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS PERSONNEL WILL BE KEPT INFORMED OF THE WHEREABOUTS OF MR. JONES AND MR. WRIGHT AT ALL TIMES. MR. EDWARD MARKS WILL BE THE EMBASSY'S CONTROL OFFICER FOR THE VISIT.

4. MR. JONES OR MR. WRIGHT WILL MAKE ALL ADDITIONAL DISTRIBUTION OF SPECIAL SERIES TRAFFIC AND OF ALL CABLES FOR THE UNDER SECRETARY'S PARTY. NONE OF THESE CABLES SHOULD BE DISTRIBUTED ELSEWHERE BY C&R. SOME OF THE CABLES MAY DEAL WITH ITEMS NOT RELATED TO THE CURRENT TRIP. MR. JONES OR MR. WRIGHT WILL ENSURE THAT THE POST RECEIVES COPIES OF MESSAGES RELATING TO THE TRIP. C&R PERSONNEL WILL BE CONTACTED BY MR. JONES ON HIS ARRIVAL TUESDAY CONCERNING THE NUMBER OF COPIES OF TRAFFIC REQUIRED BY MR. DONALDSON AND THE DELEGATION TO THE COORDINATING GROUP MEETING.

5. DEPARTMENT WILL SEND DAILY SPECIAL SUMMARY FOR UNDER SECRETARY WHILE HE IS IN BRUSSELS. SPECIAL SUMMARIES WILL BE CAPTIONED EXDIS AND BE IN TOTOS SERIES. THEY SHOULD BE HELD FOR DELIVERY IN SINGLE COPY ONLY TO MR. JONES OR MR. WRIGHT.

6. SPECIAL SUMMARIES WILL BE SENT BY IMMEDIATE CABLE FROM THE DEPARTMENT OPERATIONS CENTER. THEY WILL BE NUMBERED CONSECUTIVELY AND SHOULD NORMALLY BE RECEIVED BY 0800 IN BRUSSELS MARCH 12, 13, 14 AND 15. IF NOT RECEIVED BY
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THIS TIME, COMMUNICATIONS SUPERVISOR SHOULD, ON OWN INITIATIVE, SEND AN IMMEDIATE SERVICE. KISSINGER

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